

Texas State Board of Dental Examiners
333 Guadalupe, Suite 3-800
Austin, Texas 78701
512-463-6400 phone; 512-463-7452 fax
<http://www.tsbde.texas.gov>

LEGAL SECRETARY II

Position: Legal Secretary II Full time (40 hrs/wk)	Salary: \$ 2,320 - \$3,649 per month (\$27,840 to \$43,798 annually)
Classification Number: 3566 Group: A12	Posting Date: July 27, 2017
Listing Number: 504-17-013 FLSA Status: Non-Exempt Number of Openings: 1	Closing Date: Until Filled Start Date: September 1, 2017
Contact: Lacy Brown; hr@tsbde.texas.gov ; (512) 475-0975	

DESCRIPTION OF DUTIES:

This job description is not an employment agreement or a contract. Management has the exclusive right to alter this job posting or job description at any time without notice.

The Texas State Board of Dental Examiners (TSBDE) is the state agency that regulates the practice of dentistry in Texas. As of September 1, 2017 the agency is authorized to employ 59 FTEs and 11 board members. Because the TSBDE is a small agency, all employees must exhibit a spirit of teamwork and cooperation and be willing to assist in any agency work activities as necessary.

The Legal Secretary is a team member of the Legal Division and will work under the general supervision of the Chief Legal Officer (CLO). The Legal Secretary will provide legal and administrative support to the CLO and the attorneys of the Legal Division, as needed. Work involves maintaining case databases, preparing reports and correspondence, and answering and routing telephone calls.

The successful candidate will be a team player who takes responsibility to ensure that all assigned activities are performed quickly, accurately, and in compliance with all applicable state rules, regulations and requirements. Full-time employment (40 hours per week) is required.

EXAMPLES OF WORK PERFORMED:

- Organizes, indexes, and files legal and administrative documents.
- Reviews and processes mail for legal staff and schedules, maintains, and updates calendars detailing events.
- Answers the phone, providing general information or routing calls as appropriate.
- Coordinates travel arrangements for legal staff and prepares or processes related paperwork and files.
- Prepares, proofreads, and edits legal and administrative documents.
- Arranges interviews, depositions, and court appearances.
- Checks citations, quotations, footnotes, and references for accuracy.
- Maintains record-keeping and filing systems.
- Assists in organizing trial and hearing materials.
- May prepare statistical and administrative reports.

- May transcribe legal and technical dictation and record hearings activities.
- May assist with maintaining a law library.
- Performs related work as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION: Graduation from a standard senior high school or equivalent is required. Experience and education may be substituted for one another.

EXPERIENCE: Experience in office practices and administrative support work is required. Experience in legal work is preferred. Experience in using database software is preferred.

ADDITIONAL REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of legal practices and terminology; and of spelling, punctuation, sentence structure, and grammar.
- Ability to prepare legal correspondence and documents and to maintain files and records.
- Strong attention to detail.
- Skill in the use of computer and office equipment and reference materials.
- Skill in the use of database software.
- Ability to communicate effectively both verbally and in writing.
- Ability to work effectively and independently in a dependable and organized manner in order to meet various deadlines.
- Ability to work well with others and to maintain a positive attitude with callers, and coworkers.

OTHER: Normal office environment in downtown Austin office location. Tobacco-free work environment. Work hours are normally 8:00 AM – 5:00 PM, Monday through Friday. Some overtime may occasionally be required. Travel out of Austin may occasionally be required.

In compliance with House Bill 2559 agencies that hire a person who is retired from the Employees Retirement System (ERS) on or after September 1, 2009 are required to remit a surcharge of 7.5% each month the return-to-work retiree is employed. Selected candidates meeting this requirement will be offered a base salary 7.5% lower to cover this surcharge.

To Apply: Applicants must submit official State of Texas Employment Application (see <http://www.twc.state.tx.us> for download). Applications may be emailed to hr@tsbde.texas.gov, mailed to 333 Guadalupe, Suite 3-800, Austin, TX 78701 or faxed to (512) 305-6737. Applicants may submit a resume in addition to the official State of Texas Employment Application but the resume may NOT be substituted for the official State of Texas Employment Application. Selected applicants will be notified regarding interviews. If an accommodation is needed, please call Lacy Brown at 512-475-0975.

The Texas State Board of Dental Examiners (TSBDE) is an Equal Opportunity/Affirmative Action/ADA employer. The Board's employment positions are covered by the Fair Labor Standards Act (FLSA). TSBDE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.